



# PAYNE ROAD STATE SCHOOL

## Parent/Carer Handbook



## PRINCIPAL'S WELCOME

Welcome to Payne Road State School, a beautiful school tucked away in a green and shady environment bordered by Fish Creek. We are a medium sized school that is large enough to offer the full range of extracurricular programs and resources, small enough for children to follow their interests and purposeful enough to maximise their participation in the life and activities of our school community.

Our school motto '**Aim Ever Higher**' is reflected in our focus on every child in every classroom learning and doing their personal best as they strive for excellence. There is a strong emphasis on building literacy and numeracy and extending through critical and creative thinking for deep learning across the curriculum. Our contemporary programs are enhanced by a range of authentic experiences and extracurricular activities that engage our children purposefully as they influence their environments. We are on journey to develop future-focused capabilities for a dynamic world.

We are recognised for our excellence in Science, Innovation and Environmental stewardship. In 2020 we shone as National Winners in Brainways Mathematics and Science competitions, and third in Humanities. We were one of three primary schools in Queensland to win a creative STEAM proposal called 'The Three Towers' to be featured in Brisbane's CurioCity National Science Showcase in 2021. We have been the only primary school state finalist in the Queensland Showcase Awards for Excellence in Innovation 2014 and won the Peter Doherty Award for Excellence in Science Education. We continue to be recognised for our environmental leadership with a five-star rating as a Cleaner, Greener School.

As a reflection of the real world, we celebrate diversity and commit ourselves to knowing every child well. Our sharp focus on tracking student progress in literacy and numeracy and identifying specific learning needs across the range of abilities enables us to target precise teaching, support and extension in our ongoing journey of improvement. We have a reputation as a 'School of Choice' and are a host school for a range of specialized program offerings in Brisbane – writing, art, coding, environment, creative problem-solving. Our school has an established reputation for learning gains across the years of NAPLAN well above the state average performance.

We have a strong commitment to the ongoing development and learning of teachers supported by professional learning for continuity and excellence across the school based on effective pedagogical skills and future focused capabilities and wellbeing. We are proud of our passionate parent community involvement and the connectedness of our families and community agencies.

I am confident that our dedicated staff, curriculum, positive learning environment and productive and connected partnerships can provide excellent learning and teaching for all children that will nurture and strengthen their diverse needs and interests.

Thank you for choosing our school as the educational setting of choice for your child to learn and grow and 'aim ever higher'. I extend to you a very warm welcome to the Payne Road family.

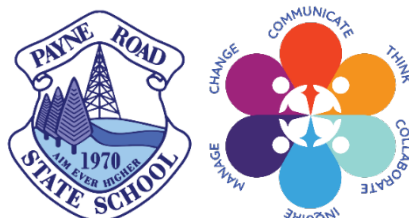
Principal  
Nicky Brazzale

# PRINCIPAL'S WELCOME

**Our why: Growing creative, critical and curious learners who are capable of thriving in an evolving world.**

**Driven by our Values: \*Creativity \*Collaboration \*Celebration \*Curiosity \*Excellence**

**Our Vision: Working together to inspire a life-long love of learning by strengthening future-focused capabilities and the diverse needs, interests and wellbeing of the Whole Child.**



## A Smaller School with So Much to Offer

- ✓ We know our children well and support diverse needs.
- ✓ A small school achieving big results for individuals.
- ✓ Big enough to have extra-curricular offerings and services similar to much larger schools.
- ✓ Small enough for children to follow their interest and maximise involvement in the life of the school.
- ✓ An engaging and purposeful curriculum – excellence for all students!
- ✓ Excellence opportunities in The Arts, Science and Technology, Mathematics, English.
- ✓ A start of the art STEAM Hub.
- ✓ Flexible, collaborative and well-resourced contemporary learning environments
- ✓ Distinctive Environmental learning with stewardship for the environment and sustainability – nature classroom, edible garden, maze garden, bush tucker garden.
- ✓ A range of personable playtime clubs – STEAM Club, Chill Out Room, Curiosity Club, Environment Club, Drama Club, Art Club etc.
- ✓ A clean, green school set in spacious and luscious surroundings.
- ✓ An active, caring and passionate school community – we welcome all parents into classrooms.

## Recent Awards and Highlights

- ✓ 2021- Gifted Education Mentors and Winning CurioCity STEAM State project.
- ✓ 2020 - Student driven passion project – Creative Courtyard (creativity & inspiration). University of Queensland IMPACT Aspiring Thinkers Network and IMPACT Extension student programs; STEAM Mentor.
- ✓ 2020 Brainways National Winners in Maths and Science, and third in Humanities.
- ✓ Host school for South-East Schools' "Write Like an Author", "Coding club" & "Gateways".
- ✓ 2019 – Winners of Woolworths Bush Tucker Garden Grant (Indigenous Connections); Winners of Art Therapy Grant (Zones of Regulation); Winners of SE Queensland Water Grant (we host Environment Day for cluster schools' young leaders); Queensland Curriculum Authority Association Lead Teachers in Science.
- ✓ 2018 Winners of Growing Good Gardens Grant with Life Education (Edible Garden strategy); Winners of Smart Schools Subsidy (STEAM Hub, STEAM Pedagogy).
- ✓ 2017 Distinctive School Sustainability Officer initiative and Forest Learning.
- ✓ 2014 State Finalist – Showcase Awards for Excellence in Innovation; Five Star Rating as Cleaner Greener School; Environment Innovation – Catchment Champion and Overall Winners; Victory & Volunteers Award; Top Ten Tuckshop Award.
- ✓ 2013 Peter Doherty Award for Excellence in Science Education; Optiminds Competitive Teams established and sustained (Science, Technology, Language & Literature).

## STUDENT CODE OF CONDUCT

Our Student Code of Conduct clearly outlines our system for proactively facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours.



Our school community has identified three basic expectations to explicitly teach and promote our standards of responsible behaviour, which have been agreed upon and endorsed by all staff and the P&C.

These expectations are reflected in classroom rules that are displayed, known and understood easily for our students. They underpin our anti-bullying strategies and are regularly communicated through class social skills programs, class discussions, assembly messages and newsletters.

Our Student Code of Conduct uses a multi-tiered system of support, aligned with the highly evidence-based 'Positive Behaviour for Learning' model - preventative, differentiated and inclusive! Based on a problem-solving approach, school staff match appropriate interventions to the identified needs of individual students.

### Keys to Success – Positive Habits of Mind – Social-emotional Wellbeing

Five Keys to Success are embedded in the 'You Can Do It program' delivered in classrooms. We are committed to sustaining a positive focus on developing important qualities for personal development, high standards of responsible behavior and social-emotional wellbeing in age-appropriate ways.

Our five keys are:



Gotcha awards each week are designed to reinforce and celebrate explicit, expected behaviours.

**Zones of Regulation – Developing Co and Self-regulation**

The **ZONES** of Regulation®

<b>BLUE ZONE</b> Sad Sick Tired Bored Moving Slowly	<b>GREEN ZONE</b> Happy Calm Feeling Okay Focused Ready to Learn	<b>YELLOW ZONE</b> Frustrated Worried Silly/Wiggly Excited Loss of Some Control	<b>RED ZONE</b> Mad/Angry Terrified Yelling/Hitting Elated Out of Control

**Anti-bullying Strategies**



**IF YOU ARE  
BEING BULLIED**

**USE THESE 3  
STEPS**

1. Ignore

2. "I" statements

3. Ask for help

**4 OPTIONS  
YOU CAN USE  
AS AN  
UPSTANDER**

1. Be a buddy – let the bully know that you are a friend of the person being bullied.

2. Interrupt e.g. ask the person being bullied to come and join your game or activity

3. Speak out – let the bully know that what they are doing is not ok.

4. Tell someone - it's not tattling if you feel the bullying situation is continuing, ask for help



## TRANSITIONING TO SCHOOL

Payne Road State School provides a range of opportunities for children and families transitioning to school to become familiar and comfortable within our setting. These are outlined in our Prep Parent information pack and on our school website. We have built close ties with our nearby Kindergarten centres and the local Early Childhood Network. Our close relationships support professional conversations around mutual learnings and sharing of information regarding our young learners as required.

### Payne Road Tykes Playgroup at Payne Road SS

We have an established and ever-expanding playgroup that is led by one of our school teachers who has specialised in this field. Each Tuesday morning young children and their parents engage in highly engaging and age-appropriate activities, whilst they play and learn. Throughout the play, there is a pervasive focus on developing oral language through the Abecedarian approach! Guest speakers are regularly engaged in this setting focusing on topics of interest for parents. Payne Road Tykes has also proven to be a great way for new families to make great connections within the local area, and to support their wellbeing.

### Prep

Our Prep classrooms are large and spacious and located at the front of our school in close proximity to our junior school classrooms. Our Prep students are an integral part of the larger school and quickly feel at home in our junior school precinct. Our Year 5 students develop buddy relationships at the beginning of each year with our Preps, and continue to support them in Year 1 as school leaders in Year 6.

The Prep teachers actively take a '**blended approach**' to age-appropriate ways of teaching and learning – they creatively blend play, with explicit teaching, with curiosity and with investigations!

A strong oral language focus continues in our Prep, and active hands-on early literacy and numeracy programs are featured. The Australian Curriculum forms the basis of teaching and learning expectations in English, Maths, Science, History and Geography. Prep students access PE and Music programs delivered by specialist teachers as part of their curriculum. Teacher aides support all students in our Prep classrooms for a large portion of each day, and work collaboratively to transition students into Year 1 later in Term 4. Additional teacher aide resources are also provided to target specific learning needs and early support programs. A weekly class newsletter is provided to parents to help them keep abreast of the learning program and school events.

Our Prep teachers regularly promote and invite parent participation in celebrations of learning and special days and develop a close relationship with their families, working in partnership to provide the best start to school for all children.

### Prep – Year 6

Our class groupings are comprised of a majority of single year level groups and a very small number of multi-age classes. A strong feature within our school is the high standard of planning, resourcing and



focus on student learning outcomes as we strive for **excellence** in the whole child (all doing our personal best, supporting progress and personalized learning, challenging the learning). We are on a journey to develop general capabilities (learning assets) that can future-proof our students – know how to be a self-manager, a change-maker, a communicator, a thinker, a collaborator, an inquirer).

The key learning areas of English, Maths, Science, History and Geography are implemented in alignment with the Australian Curriculum expectations, as are The Arts, Health and PE, Technology and LOTE. Year level planning is focused on deep learning and maintaining the integrity of each learning area, as well as creating opportunities to connect across areas with purpose and relevance to the learner.

Motivation and engagement in learning are essential for building a love of learning and empowering students to believe that they can use their learning for real purposes. A strong feature of our learning is the emphasis on planning for real-life/life-like and purposeful learning contexts and experiences that involve students in responding, shaping or influencing the world around them – being active contributors and change makers in their immediate, local and global world. Our STEAM and Environmental Sustainability initiatives are one example of purposeful and connected learning. Working with ‘problems that matter’ is an evolving feature of such learning experiences.

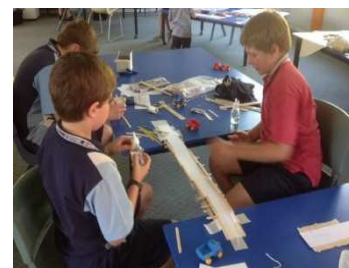


As a school, we take pride in our ability to know our students well and to provide for the ongoing learning and development of students at all levels of achievement. Students have a host of opportunities to follow their interests and to maximise their participation in the full range of activities offered by the school.

### **Curriculum Enhancement**

In addition to in-class provision of a range of challenging and stimulating activities and programs, our school provides opportunities for students to engage in additional rewarding and stimulating learning tasks. Some of these activities are at a whole school level while others are offered at age-appropriate times. They include:

- ✓ **Earth Smart Science School** – a sustainability focus throughout our school programs; our distinctive Sustainability Officer works one day per week across the range of classes.
- ✓ **Environment Club** – this program engages learners in practical environmental tasks including vegetable gardens, planning and caring for the school and local environment and learning about sustainability.
- ✓ **STEM Club** – a rich range of activities and community opportunities that span robotics, coding, engineering and mathematics and branching out to include the arts. Visiting community engineers enhance the real-life application of this learning. In 2021 this club won a proposal (one of three winning schools) for the Brisbane CurioCity National Science Festival, and our work will be showcased at Southbank.
- ✓ **Curiosity Club** – alternates across the terms, offering thinking and problem-solving challenges with a mathematical focus. This leads to local and state Mathematics competitions, and includes a visiting Mathematician working in classrooms to extend all students.
- ✓ **Drama Club** – groups enjoy developing creative skits and



present regularly on school assemblies on topics relevant to the whole school.

- ✓ **Music** – Specialist Music teacher, Instrumental Music Teachers including concert band (brass, woodwind and percussion) from Year 5, Strings from Year 3, Extension through GRIPPS, String Camps, Band camps
- ✓ **School Choirs** – Junior and Senior
- ✓ **Musical performances:** Local venues, Musical Mayhem, Kaleidoscope, Holly in the Hall
- ✓ **Health and Physical Education** – specialist teacher, interschool/district sport and swimming
- ✓ **Interschool District and regional** sporting competitions and teams, The Gap Cup - swimming
- ✓ **Camping Program** for Years 4-6
- ✓ **Experience-based curriculum** opportunities with excursions and incursions
- ✓ **STEAM Hub and digital learning opportunities** – robotics, iPods, iPads digital cameras and videos
- ✓ **ICAS and other Competitions** (English, Maths, Spelling, Science and Digital Technologies) for Year 3 – 6 students
- ✓ **External agencies offering extension days** - targets highly capable learners within the south-western corridor of schools, and centrally based at Payne Road SS – eg Gateways, Coding Camp, Write like an Author and Draw like an Artist.



### **Additional Extension and Enrichment Opportunities**

- ✓ Eco- Marines Regional sustainability network
- ✓ Maths Teams Challenge
- ✓ Various academic competitions e.g. assessments for schools (ICAS).
- ✓ Literacy and Numeracy week challenges.
- ✓ Student Leadership Program
- ✓ Optiminds Teams
- ✓ GateWays
- ✓ Brainways Teams (we are National Winners!)
- ✓ Student Leadership Program
- ✓ MT Coot-tha Young Writers Program
- ✓ MT Coot-tha Environmental Leaders Program
- ✓ Engineers Spaghetti Challenge or others
- ✓ The Gap SHS Extension Programs in Mathematics and Art
- ✓ Science Week Challenges
- ✓ Instrumental Music Program

### **Excursions and Camps**

All students will have opportunities to participate in excursions and camps which are offered at various times. These outdoor activities link directly to curriculum studies, leadership skills and/or team building.

Camps conducted for students in Years 4 – 6 are held throughout the year and may range from two to four nights depending upon the age of children, the program and venue.





## **Student Leadership**

Developing leadership in our young people depends on our school providing opportunities to learn about ways in which they can make a difference in the world around them. At Payne Road State School all students are provided with opportunities to develop leadership abilities through a range of representative and service modes.

Our school offers students avenues to explore their potential for personal growth and leadership through working with others, developing teamwork, exploring their interaction and influence within the school community and commitment to valuing and improving the school environment.

School Captains, House Captains, Sports Captains, Arts Captains, Technology Captains, Chaplaincy and Library Captains are Year 6 positions for which students may nominate. The process of deciding these positions is finalised towards the end of Term 4 when eligible students are still in Year 5.

The Student Council consists of class representatives selected through a class voting process. Students meet regularly to explore ways of raising issues that are of student concern around the school and suggest strategies to improve them and actively raising funds that will benefit worthy causes or facilities at the school.

Our Eco-marines are three school student representatives who engage weekly with the Environmental Club and our Sustainability Officer with purposeful initiatives to better their school environment and their world. They also engage with the Eco-Marines Regional sustainability network and participate in leadership activities in Morton Bay.

## **SPECIALIST PROGRAMS**

### **Instrumental Music Program**

Payne Road State School offers an active and growing Instrumental Music Program for students wishing to enjoy the rewarding experience of learning to play a musical instrument and performing for an audience. Small group lessons occur during school time on a range of instruments including brass, woodwind, percussion and stringed instruments.

At the end of each year students are invited to apply for inclusion in the Instrumental Music Program for the coming year. All students who receive instrumental music lessons at school are required to commit to play in a band or orchestra. Regular opportunities are provided for students to perform both in school time and out of school hours at fetes, concerts and other special performances.

### **Choirs**

Payne Road State School has three choral groups: Beginner Choir and Senior Choir and Senior Vocal Group. Beginner Choir is made up of students in Years 1, 2 and 3. Senior Choir involves students from Years Four to Six. Singing groups rehearse before school or during lunch hours and perform at various events at school and in the community.

Our school conducts an annual concert coordinated by the P & C Performing Arts Sub Committee, Music and Instrumental Music teachers. This involves all students from the school performing in class or ensemble items.

### **LOTE and Cultural Studies**

Chinese (Mandarin) is taught to all students in Years 5 and 6 through 90 minutes instruction per week by a specialist LOTE teacher. They engage in activities that promote learning of the Chinese language, writing, social and cultural aspects. Students in Year 4 have a half hour per week of Chinese cultural study.

### **Interhouse Sport Competition**

The school has 3 houses based on Aboriginal names. Children are assigned a house when they enroll and brothers and sisters are in the same house.

- ✓ Nooroo (Speed) Red
- ✓ Amaroo (Lovely Place) Green
- ✓ Moongara (Spirit) Yellow

An annual Interhouse Sports Carnival is conducted during Term 2 and children learn a range of athletics skills as part of their regular PE program. Students in Years 3 – 6 participate in Field events, while students from all years compete in the Track events. Early Years students have a novelty sports day and engage in rotational tabloid and ball game activities on an alternative day. Students also undertake preparation and compete in the annual Cross Country event.

### **Inter-school Sport**

On Friday afternoons all Year 5 and 6 students participate in local school sporting competitions. The range of sports is dependent on the coaching skills of teachers within the school and include Soccer, Netball, Softball, T Ball and Cricket.

### **Swimming**

All children in Years Prep - 6 are able to participate in swimming lessons held at the Ashgrove State School pool in either Term 3 or Term 4 (Preps Term 4 only). These are undertaken by qualified instructors and parental payment is required to subsidise the costs including bus transport to and from the venue. A swimming carnival is held during the year for children in the Middle and Upper Primary classes during the final weeks of the year.

## **STUDENT SUPPORT AND EXTENSION**

### **Students with Learning Difficulties**

Our school offers a range of support for students with learning difficulties. The classroom teacher and the classroom learning program are fundamental to the nature of this support and additional assistance is usually provided within the classroom setting. In some areas of specialised, intensive and targeted support, students may be withdrawn for short periods to work with on specific programs such as Guided Reading delivered by trained teacher aides. Teachers undertake case management responsibilities for all children in their class in relation to learning support. Case Management support is provided by the STLaN, HOC and/or the Speech Language Therapist.

Our Student Support Services operate in a team environment involving the Learning Support Teacher, Guidance Officer, Special Education Teachers, Speech Language Therapist and Head of Curriculum. Processes of information gathering and assessment form the basis of determining levels of student need and assist in the development of Individual Support or Educational Plans. Referrals for students with exceptional capabilities related to gifted and talented are also addressed by this team.

In addition, we offer support for social-emotional wellbeing through our intervention programs for Zones of Regulation and the Great Girls program. These targeted offerings change in response to identified needs within our community. Our school Chaplain is also involved in these offerings.

### **Gifted and Talented, and Highly Capable students**

Payne Road State School monitors closely the progress of our highly capable, and gifted and talented students, and offers differentiated learnings for extension across the curriculum in the first instance. Our extension opportunities, such as those listed above, form a suite of targeted enrichment and extension activities that we draw upon as needed.

A formal process is utilized for any students who present as likely to meet the criteria of gifted and talented, and a case management approach using regional identification processes. Partnerships are firmly in place with The Gap State High School and other external agencies so that rich and extended learning experiences can be tailored accordingly.

Specific school staff are especially trained as GEMS (Gifted Education Mentors) who drive our personalised, differentiated and extended learning pathways.

### **Students with Disabilities**

Payne Road State School's programs are based on an inclusive model of provisioning. Our school is resourced for students with disabilities under similar resourcing provisions as other state schools based on the identified needs of those students. We strongly advocate for personalised transition programs where there is significant need, and work very closely with inter-agency support through case management.

## **LEARNING TECHNOLOGY**

Learning technology is used as a tool for creativity, inquiry and specific skill development across the curriculum and is an integral part of many aspects of student learning. A technology continuum ensuring continuity of computer skills across the school is included in our School Curriculum Plan. Students have opportunities to engage with a range of learning technology including interactive whiteboards, a bank of Ipads, Ipods, dot and dash and other robots, computers, digital cameras, scanners and video cameras, enabling them to develop competencies in ICT skills.

The school is fully set up for wireless technology and bandwidth maximisation. Students in Years 4, 5 and 6 have access to a class set of laptop computers. All other year levels have access to class sets of Ipads for targeted learning.

Our specialist STEAM Teacher and Mentor works with all classes across the year to support the curriculum and learning in Digital and Design Technology. We aim to be cutting edge with our technology learnings as we network with the IMPACT Centre (University of Technology), the Regional STEM Coach and community Engineers and Mathematicians who visit our classrooms.

Technology also plays a role in providing a communication link between our school and the wider community through our informative school web site. School programs, newsletters, learning links and school events are regularly updated at [www.payneroadss.eq.edu.au](http://www.payneroadss.eq.edu.au)

## **COMMUNICATION**

### **Interviews and Communication**

Parents wishing to talk with class teachers or students are asked to ring before or after school to avoid interruptions to class learning time. Alternatively, a message or a request for the teacher or administration team member to return the call can be left with office staff to pass on during breaks. All teachers have access to email accounts. While some topics are well suited to email, it is important to remember that email is not always read on the day it is sent and some matters are more effectively dealt with using other forms of communication. The Principal and HOC are available for interviews and meetings regarding student related issues on an appointment basis and can be contacted by phone or email.

## **Parent/Teacher Interviews**

Teachers are available for parent/teacher interviews throughout the year on an appointment basis. Teachers will formally offer an opportunity for this to occur towards the end of Term1 and Term 3. Written reports are issued at the end of each semester.

Our Communication Policy can be found on our website at:

<https://payneroadss.eq.edu.au/Supportandresources/Formsanddocuments/Documents/prss-communication-policy.pdf>

## **PARTNERSHIPS WITH OUR PARENT COMMUNITY**

### **P & C**

Our school aims to be responsive to the needs of our students, parents, teachers and community. In our continuing quest for school development and improvement, programs, policies and procedures are reviewed on a regular basis. Our School Council and Parents' and Citizens' Association provide avenues for consultation and feedback in shaping and responding to school initiatives.

The P & C is an active and committed team of parent, school and community representatives that meets on the third Thursday of each month. With its various sub- committees, the P & C undertakes discussion and planning to promote and deliver a range of activities and fundraising projects that enhance our children's educational opportunities, learning environments and facilities. Their ongoing support is an invaluable asset and a strength of our school.

### **Out of School Hours Care (OSHC)**

Payne Road State School's OSHC is run under the auspices of the P & C and has an excellent reputation for its program and management well outside our immediate school and is second to none. It provides a wide range of care options including Vacation Care and is very well supported by our school families.

### **Other P & C Services**

The P & C also offers a Uniform Shop plus online ordering options, Tuckshop twice weekly with online ordering options, a Back to School Booklist service along with a Music Supporters Group (The Arts), a Fundraising Team, Wellbeing and Grants Team.

For more information, visit [www.payneroadpandc.com.au](http://www.payneroadpandc.com.au)

## **OUR FACILITIES AND RESOURCES**

Payne Road State School offers a diverse range of quality learning and teaching spaces with access to additional facilities that provide for flexible or subject specific needs. These include:

- ✓ **Flexible and contemporary** classroom spaces with digital access, interactive whiteboards, flexible learning tables; air conditioning in all indoor learning spaces
- ✓ **Large, spacious and well-equipped Prep classrooms**
- ✓ **Digital learning technologies** - one-on-one laptop access for Yr 4-6 classes, Ipads, Ipods, digital cameras, videos; P-3 have class sets of Ipads as well as the other technologies.
- ✓ **Wireless access** to all classrooms and learning spaces.
- ✓ **Learning Resource Centre** (Library) with computerised borrowing facilities and internet access.
- ✓ **STEAM Hub** with high tables suited to robotics, coding and design technologies learning.
- ✓ **Creative Garden** outdoor learning area – a place to reflect, let creative ideas emerge and to connect with nature.
- ✓ **Beehive & Bush Tucker Garden** – a great place for yarnning which contains a native beehive and Bush Tucker plants; this has



- ✓ a strong place-based connection with the local Turrbal peoples.
- ✓ **Attractive green and leafy grounds** bordered by Fish Creek.
- ✓ **Edible vegetable garden**, work benches and shade house (Environment Club)
- ✓ **Maze Garden** with herbs and indigenous inspired children’s art.
- ✓ A high quality and well-maintained **school oval** with a walkway to The Gap State High School; used by a range of community sporting clubs.
- ✓ **Modern hall with stage** for performance and community sporting options
- ✓ **Second hall with wooden floors** for school and community use.
- ✓ **Music room** with instruments for classroom and instrumental music programs.
- ✓ **Staff and Community meeting room**
- ✓ **Art Room** with furniture to support diverse artist creations.
- ✓ **The Green Room** opens up into a large ‘green turf’, a great place for our Payne Road Tykes playgroup to meet; a central base
- ✓ for Active School Travel events; a flexible and creative learning space.
- ✓ **The Garden Room** is where Learning Differentiation happens.
- ✓ **Multi-purpose activities building** (Outside School Hours Care Building).
- ✓ Modern and well-equipped **Senior and Junior Adventure Playgrounds.**
- ✓ Cricket practice nets and **cricket pitch.**
- ✓ **Floodlit flexipave multipurpose court** (tennis, netball, basketball).
- ✓ **Under cover eating/play areas** and walkways.
- ✓ **Shade covered sandpits**, for juniors and seniors.



## ROUTINES AND GENERAL INFORMATION

### Daily Routines and Bell times

8:40am	Students leave the morning assembly point under A Block and the adjacent courtyard area to move to classrooms.
8:50am	The day’s learning activities commence. All children should be in class.
11:00am	First break eating time.
11:10am	Students are dismissed from eating areas. Play commences.
11:30am	Learning activities resume.
1:00pm	Second break eating time.
1:10pm	Students are dismissed from eating areas. Play commences.
1:45pm	Learning activities resume.
2:50pm	School day ends.

School times remain the same for wet weather days. Alternative arrangements are made for supervision during the breaks.

## **ARRIVAL AT SCHOOL**

Child care is a parental responsibility and the P&C's highly regarded Outside School Hours Care (OSHC) program is available from 7:00am daily. Parents are responsible for their children before the start of the school day which begins at 8:50am.

As a rule, the early arrival of children before 8:30am is strongly discouraged unless they are participating in organised and supervised training or practice. Formal supervision of children is not timetabled before school due to teachers' commitments to preparation for the school day. Students arriving before 8:30am are required to remain in the undercover area near the Administration block.

At times throughout the year, as staffing permits, we are able to offer before school supervision from 8.15am and this will be communicated to all parents via the newsletter.

## **LATE ARRIVALS**

All children who arrive late to school must report to the office first. This enables the office staff to check on late arrivals and ensure that the children find their way safely to class.

## **DEPARTING THE GROUNDS**

Students are not permitted to leave the school grounds during school hours without permission. Children should leave the grounds promptly at the end of the school day. Parents are requested to advise the school if they are running late to collect children. It is not safe or appropriate for children to be waiting for extended periods of time for collection after school. Where transport fails to arrive at the expected time, children should report to the office so that parents can be contacted.

## **EARLY DEPARTURE**

Parents who wish their children to leave school early must make prior arrangements via the phone, in person or in writing. Children must be collected from the office by parent/guardian.

# **SCHOOL ATTENDANCE**

## **ADVISING ABSENCES**

If children are absent, parents/carers are required to telephone the school in the morning on the *student absences phone line 3511 3111* providing the child's name, class and reason for absence. This will be an automated service until the Administration opens at 8:00am each day. If a child has been marked absent with no notification to the school, an sms will be sent to the Parent/Carer notifying of the absence which can be replied to with the reason of absence.

## **COMPULSORY ATTENDANCE AND ABSENCES POLICY**

"A parent of a child of compulsory school age is obliged to ensure that their child attends school on every school day for the educational program in which he/she is enrolled (Education General Provisions Act 2006)."

Regular attendance by each child is necessary for satisfactory progress to be made; therefore, parents/carers must assume the responsibility for the regular attendance of their child/children. Teachers mark rolls twice daily and are required to code the reasons for non-attendance at school.

When a student is absent, or plans to be absent for more than 10 consecutive school days for any reason, the parent/carer should comply with their obligations in respect to compulsory schooling or compulsory participation under policy guidelines. An Application for Exemption form is available from our office and needs to be completed to gain approval through the principal to:

- ✓ Seek an exemption from the obligation; or
- ✓ By negotiating with the principal to make an alteration to a student's educational program or
- ✓ By seeking to make a flexible arrangement for the student through the principal.

Since it is the school's overarching aim to ensure all students enhance learning outcomes through optimal attendance, absenteeism is monitored carefully to ensure a student's opportunities to learn are not impaired.

## AN A TO Z INFORMATION FOR PARENTS

### **Assembly**

Whole school assemblies are held weekly on a Wednesday afternoon at 2:15pm. These gatherings celebrate school and individual successes, share information, provide opportunities for student performances, recognise achievement and effort and include visits by special guests. Parents are always welcome to join us at our assemblies.

### **Behaviour management**

The Payne Road Student Code of Conduct clearly outlines school rules and expectations for behaviour, clear processes for addressing and responding to behaviour including responses to bullying. There is a strong and regular focus on proactive strategies and promoting positive behaviour. A full copy of the plan is available on our school website.

### **Bikes**

Parents are asked to remind children about the importance of observing road rules when riding to and from school. Please note, it is law to wear a helmet and ride in the same direction as all other traffic. Children are required to walk their bikes when in school grounds. A bike cage is located under the new hall. All bikes are to be kept there during the school day. Locks on bikes are encouraged as bikes are left at the owner's risk.

### **Booklists**

Booklists are available from the office. All children in Prep to Year 5 receive a booklist which can be ordered and purchased as a package through the school in Term 4 in preparation for the new year. For children commencing in Prep, please see Prep Materials Payment further down this list.

### **Calendar of School Events**

Dates for special events and activities are established in a school calendar available from our school office. Each year a number of days are designated by Education Queensland as Student Free Days. On these days students do not attend school as teachers are participating in professional development activities. Outside School Hours Care operates a program on these days.

### **Chaplaincy**

School chaplains are active in promoting student wellbeing, particularly through the provision of pastoral care. They work as part of the school team to support students. They respect a range of religious views and affiliations, and cultural traditions and can be approached by any student. It is not the purpose of chaplaincy services to bring about or encourage commitment to any set of beliefs. Payne Road has a part time chaplain working in the school two/three days a week.

### **Complaints or Concerns**

Any complaints, concerns or questions relating to classroom activity need to be directed to the class teacher first. Concerns or issues relating to school policy or procedures need to be addressed to the administration. All matters are treated with respect and in the best interests of the children we serve –

we request the same from parents.

### **Enrolment**

New students can be enrolled at any time during the school year. Parents should contact the school to arrange a mutually suitable interview time to meet with the Principal and to take a tour of the school. The Prep waiting list opens in March each year.

### **Excursions**

Excursions are an integral part of the curriculum. Children in all classes participate in excursions to a variety of educational locations. Parents will be notified of an excursion and the costs involved at the beginning of each term through the class newsletter. An invoice for the cost of the excursion will be sent home during the last week of the preceding term. Parents will be required to complete a permission form before their child can participate in any excursion.

At Payne Road State School we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- ✓ An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- ✓ An education service purchased from a provider other than the school where the provider charges the school; and
- ✓ A specialised educational program.
- ✓ A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.

Department of Education and Training policy references:

Education (General Provisions) Act 2006 SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees



### **Family contribution**

The Parents and Citizens Association asks school families to make a voluntary contribution each year. These funds are used to enhance resources in classrooms.

### **Fire Drill / Lock Down evacuation procedures**

School evacuation procedures are explained to the children at the beginning of the year. A drill is conducted each term so that procedures are re-explained and practiced. A map of the evacuation route is in each room.

### **Hats**

Children are required to wear a school hat whenever they are outside the classroom. The school has a "no hat - no play" policy. Children who arrive at school without a hat are asked to remain in undercover areas at morning tea and lunch. In attempting to protect children from over-exposure to the sun, we also encourage the wearing of sunscreen.

### **Head lice**

It is recognised that outbreaks of head lice occur from time to time at our school. Parents will be advised if this happens. Regular weekly checks at home are recommended for all children. Guidelines for treatment are available upon request from the school office. It is necessary to exclude children from school until after treatment. Students with long hair are expected to tie it back in order to diminish the chances of catching or passing on head lice.

### **Homework**

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. Regular reading at home is a consistent expectation for all year levels. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, and cultural pursuits.

In the Prep Year, generally students will not be set homework except for home readers if ready. In Years 1, 2 and 3, set homework could be up to but generally not more than 1 hour per week. Year 4 and Year 5 could be up to but generally not more than 2-3 hours per week. Year 6 could be up to but generally not more than 3-4 hours per week.

Students are expected to complete the homework set by teachers within the bounds of our policy. Parents and caregivers are encouraged to support students to develop regular routines around homework and to communicate with the class teacher in relation to concerns or difficulties.

The full copy of Payne Road State School's Homework Policy is located on our website.

### **Infectious Diseases**

Staff and students who have a contagious infectious disease should not attend school during the period when they can transmit the disease to others. Schools must follow the National Health and Medical Research Council's (NHMRC) 'Recommended minimum periods of exclusion from schools and childcare centres for cases of and contact with infectious diseases'.

A full list and details appear on the NRMHC website  
<http://www.nhmrc.gov.au/publications/fullhtml/exclusion.htm>

Please notify the school as soon as possible if your child is diagnosed with a childhood illness so that we may alert other families. If children have an illness, such as measles, mumps or flu, they should be kept at home until they are well. [https://www.health.qld.gov.au/ph/documents/cdb/timeout\\_poster.pdf](https://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf) provides a full guide to infectious illness.

Examples include:

- ✓ **Chicken pox** - Exclude until fully recovered or at least five days after the eruption first appears. Conjunctivitis - Exclude until discharge from eyes has ceased.
- ✓ **German Measles (Rubella)** - Exclude until fully recovered or for at least four days after the onset of rash.
- ✓ **Measles** - Exclude for at least four days after onset of rash.
- ✓ **Mumps** - Exclude for nine days or until swelling goes down (whichever is later).
- ✓ **School Sores (Impetigo)** - Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.
- ✓ **COVID** – When tested positive - Isolate for 7 days as per Government directive.

### **Library borrowing**

Children may borrow and return books independently during the lunch break or with their class in allotted class time. The usual loan period is two weeks. Extensions can easily be made by bringing the item to the Library and having it scanned again.

Maximum library loans are as follows:

- ✓ Prep: 1 book
- ✓ Year 1: 1 book
- ✓ Year 2: 2 books
- ✓ Year 3: 3 books
- ✓ Years 4 to 6: 4 books.

### **Lost property**

All belongings need to be clearly marked with your child's name and class, e.g., clothing, lunchboxes, drink bottles, school bags. Lost items are put in the "Lost Property" baskets outside the toilets under A Block covered area. Lost property baskets are cleared at the end of each term. Named items are returned to owners where possible but unnamed items are donated to local charities.

### **Mobile Phones and Digital Devices**

Mobile phones and other digital devices are to be handed in to the office at the start of the school day and picked up from there after school finishes.

### **Money collection**

Payment for participation in events and activities needs to be made before the event to ensure students are able to attend. Payments can be made by eftpos at the office every day prior to 2pm and online through bpoint, which is located at the bottom of the invoice. The permission form, which is attached to the invoice, must be signed and returned, in an envelope clearly showing the child's name, the amount and what the money is for to the office.

### **Music**

Every student has access to our award-winning Music Program with a specialist music teacher. Students from Year 3 are eligible to enter the Strings Program and students from Year 4 for Instrumental Music.

### **Newsletter and Notices**

The school newsletter is emailed every second Wednesday. The newsletter will keep you informed about school and community activities and important matters affecting your children. Please ensure you read the newsletter as soon as possible and update your address when necessary.

### **Medical Conditions**

If your child has a medical condition which requires administration of medication in emergency circumstances, e.g. severe allergies to food, bee stings etc, parents are required to furnish the school

with a medical plan for these procedures which is outlined by your child's doctor. Parents are responsible for providing and maintaining the required medication and permission for its administration. These procedures need to be discussed and in place before the student begins school.

### **Medication**

Some forms of medication may be administered at school by personnel authorised by the principal. The school is required to maintain a record of all medication administered at school.

All medication is kept in a secure area in our school office with the exception of asthma inhalers which may be held by students. (A letter of advice from a parent is required). Before medication can be administered, the school requires that:

- ✓ the parent or caregiver completes the School Medication Form to request the administration of medication and to provide appropriate details;
- ✓ instructions for administering the dosage are provided by the student's medical practitioner in the form of a doctor's letter or sighting of the medication container showing instructions printed by the pharmacist according to the doctor's prescription.
- ✓ Medication is to be clearly labelled with the student's name.
- ✓ Only medication prescribed by a medical practitioner may be administered and only to the person to whom the doctor has prescribed it.

Unless under prescription, ANALGESICS, (pain relievers such as panadol), cannot be administered by any member of staff. Request of individual class teachers to administer medication at school should not be made outside these guidelines. Children are not to self-administer medication outside these guidelines.

*Sick or Injured Students:* If an accident or illness occurs, every effort is made to contact parents. Sick children are to be collected from the office by a parent or a nominated adult listed as an emergency contact. An emergency contact should be prepared to take on the responsibilities of a parent in a parent's absence. **Medical Emergencies**

In the event of a severe accident or illness, an ambulance will be called, and if necessary convey that child to the nearest hospital or doctor. In the event that urgent contact with the parent/carer or nominee needs to be made, it is essential that our files remain current and accurate. **Any changes in address or phone numbers (mobile, work or home) should be provided to our administration officers.**

### **Outside School Hours Care**

An Outside School Hours Care (OSHC) program is provided by the P&C Association and available to all families of Payne Road State School. A parent committee ensures that a wide and varied program is implemented by caring and qualified staff. The service offers both before and after school care and Vacation Care. Many families may be eligible for Childcare Assistance and Medicare Childcare Rebate. For further information, contact the Coordinator on or 0421 761 741.

Program hours are as follows:

Before School Care 7:00am – 9:00am After School Care 2:50pm – 6:00pm Vacation Care 7:00am - 6:00pm Student Free Day 7:00am – 6:00pm

### **Parent Information Evenings**

These are held early in Term One to present an overview of the year level work and class activities and class teachers' organisational and management procedures. Periodically, Parent Information Evenings may be conducted for other specific purposes e.g. curriculum announcements, major policy changes, camps and excursions, sexuality education, community events.

### **Parent Teacher Meetings**

All parents are encouraged to engage in parent-teacher interviews organised to provide a face-to-face oral report on the progress of students. Towards the end of Term One and Term Three, teachers will offer interviews to parents. Report cards are distributed at the end of Term Two and Term Four. In some cases, the Principal or HOC may attend a parent/teacher meeting.

Where parents wish to arrange a meeting with the teacher for other purposes, a prearranged appointment outside class teaching time should be organised to ensure the teacher is not committed to other matters and has adequate time to prepare.

### **Phone or Email Communication**

Teachers can be contacted by phone or email. Parents wishing to talk with class teachers or students are asked to ring before school or after school to avoid interruptions to class learning time. Alternatively, a message can be left with office staff to pass on to the teacher to return the call during breaks or at the end of the day. All teachers have access to email accounts. While some topics are well suited to email, it is important to remember that email is not always read on the day it is sent and some matters are more effectively dealt with using other forms of communication.

### **Parking**

Our children's safety is always a priority. We ask all members of our school community to adhere to the following guidelines with respect to parking:

#### **Payne Road State School Entrances**

*Parking in the main driveway (off Payne Road)* is for staff only. Parents are asked to drop off and collect their children outside the school grounds. Parents of children who arrive early e.g., for instrumental music practice, or after school for special activities are also asked to respect this request. If students do not know where they should go for a lesson they should go the office. The only exceptions to these arrangements apply to collecting sick or injured children, or those with a physical disability, (a disabled car park is available in the staff car park area), students who need to carry a large musical instrument, or when the parent has made special arrangements with the principal to do so.

*Parking on Payne Road* directly outside the school grounds, is not permitted between the hours of 7:00am to 9:00am and 2:00pm to 4:00pm. Traffic signs indicate these restricted parking hours. Parking on Payne Road in the bus stop area is not permitted and police monitor these areas periodically.

To set the right example for our students and for obvious safety reasons, we ask parents and children to use the pathways and NOT to walk across the staff car park or roadway unless using the pedestrian crossing.

#### ***Kernel Street & Kernel Street Car Park***

Parking in the Lower Car Park: We ask that vehicles entering the Kernel Street car park follow the painted line marking in a clockwise direction and reverse into car park spaces in the car park. Please observe the following road safety signage and/or expectations:

- ✓ Drop off zone extended to number 10 Kernel Street.
- ✓ No standing area in Kernel Street opposite drop off zone.
- ✓ Drivers to stay in vehicles in drop off zone.
- ✓ Continue to move to the front of the queue.
- ✓ Passengers to enter/exit vehicles from left hand side.
- ✓ Vehicles to reverse into car park spaces.
- ✓ Don't park in easement adjacent to the playground.



- ✓ All pedestrians to walk around and not through car park.

Your co-operation with parking is greatly appreciated. Local residents, particularly neighbours in Kernel Street, are inconvenienced when parents disregard the above guidelines. Parking across residents' driveways is not acceptable for even a short period of time.

### **Playground supervision**

Children are supervised by members of staff at morning tea and lunch. Children are seated for the first 10 minutes of morning tea and lunch to ensure an uninterrupted eating period.

### **Prep Student Resource Scheme**

A Prep Student Resource Scheme is asked of Prep parents instead of a regular booklist required of students in Years 1 to 6. Prep teachers use these funds to provide students with the range of stationery and materials required for the Prep program. Items are purchased in larger quantities offering advantages in savings and children have access to a range of both individual and collective materials. If parents/caregivers choose not to participate in the Prep Student Resource Scheme, they are to provide their child with the list of goods that would be made with the Prep Student Resource Scheme.

### **Refund Policy**

Where sufficient notice is given of the intention to withdraw a student from an activity, a refund can be arranged. Where deposits need to be made to secure the booking or payment made by the school in advance, these aspects will need to be considered in determining whether a full or partial refund can be offered.

### **Reporting**

Informal meetings between teachers and parents are encouraged in order to assist students and their learning. To formally report on children's progress, parent-teacher interviews are conducted before the Easter vacation and before the September vacation and written reports are sent home at the end of each school semester in June and December.

In Years 3 and 5 students take part in a Nation-wide Literacy and Numeracy Test (NAPLAN) each May that helps identify student's strengths and areas requiring further development. This test complements other assessment information and is used by teachers when reporting on a child's learning and progress in specific areas. A written report is provided on your child's results in this test during Semester Two.

### **School Captains**

Two School Captains and two Vice Captains are elected by the upper school students and members of the teaching staff at the beginning of each school year. School captains are responsible for organising many activities during the school year and representing the school on important occasions.

### **School Photos**

Class photos are organised early in the year through a commercial photographic company. Opportunities for class and sibling photos are available. Sport and extra-curricular activity photos are taken later in the year. Dates and times are advised to parents through the newsletter.

### **School Watch**

Schools can become targets for unauthorised access and vandalism outside operational hours and during school holidays. Parents and school community members are our eyes and ears for school security, and we urge you to report any unusual noise or suspicious activity in and around our school to Schoolwatch on 131788.

## **Sport**

Interhouse Sport: An Interhouse competition in athletics and ball games is held annually. Athletes are selected from this competition to represent the school in the District Sports. If successful children have the opportunity to go to Regional level and perhaps State level.

School Sport: Students in the upper school participate in team sports with students from other schools. Students in Years 5 and 6 are encouraged to participate in Netball, Cricket, Softball, T-Ball, Beach Volley Ball, Soccer and Athletics at an interschool level.

## **Sporting Houses**

The school has three sports houses. Children are assigned a house when they enrol. Brothers and sisters are in the same house.

Sports houses are as follows:

- ✓ Moongara (Spirit) Yellow
- ✓ Nooroo (Speed) Red
- ✓ Amaroo (Lovely Place) Green

A boy and girl Sports Captain for each house is elected by the upper school student group at the beginning of the school year. These leaders are supported by the members of the sports team.

## **Student Resource Payment**

Information is provided to families in relation to a Student Resource Payment which contributes to funds the school directs towards enhanced resources and a range of classroom materials outside the students' booklist to supplement curriculum learning activities. All families are asked to contribute to this payment.

## **Swimming**

Swimming lessons are conducted for students in 1 to 6 in Terms Three and Four and for Prep in Term Four. Qualified instructors undertake the instruction with children in small groups. Class teachers provide supervision and monitoring of students in, at and from the pool. Children travel by bus to use the pool at Ashgrove State School. The Interhouse Swimming Carnival is usually held in the last week of school.

## **Phone calls**

The school phone is attended during office hours between 8:00am and 3:30pm. Please note, it is not possible to speak directly with teachers during instructional time to minimise disruption to learning. Our office staff will take messages and convey details to teachers, children and other personnel as soon as possible. Urgent calls will be given priority. It is important for parents to realise that it is not always possible to get a message to a child if a parent rings just before 2:50pm.

Please ensure your child is fully aware as far as possible of after school care and transport arrangements when leaving for school in the morning. Attending to these arrangements saves calling our office and minimises confusion at 2:50pm when a child is preparing to leave school.

## **Toys**

Toys or collector cards are not permitted at school unless they are brought for a child's news session where we ask that they be given to the child's teacher for safe keeping. The intention during the breaks is for students to be involved in active outside activities and the school provides a range of playground spaces, sporting facilities and equipment for students to use for this purpose. Bringing play items from home can create additional management issues for staff.

## **Transfers**

If a child is to be transferred to another school it is necessary for the parent to seek an official Student Transfer Note, with a student identification number, before the child leaves the school. Early notice in writing or by phone is appreciated so that the transfer form and other information can be organised. All monies owing to the school need to be finalised, and library books and other school resources should be returned to school before the date of transfer.

## **Tuckshop**

The Number One Tuckshop in Queensland (2010) is run by the P&C Association and operates 2 days each week. Food and drinks are served on Tuesday and Thursday, for morning tea and lunch. Meal Deals & Treat Times will be offered periodically during the term.

Because eating habits are developed during childhood, the school tuckshop encourages children to eat a nutritious, balanced diet. The tuckshop prepares healthy foods and presents food in ways that appeal to children. The tuckshop is recognised by the Australian Nutrition Foundation as a healthy tuckshop because it serves food consistent with its guidelines.

You can order online at [www.flexischools.com.au](http://www.flexischools.com.au). Price lists for the tuckshop can be found on our school website. To provide this service to our school, we need an ongoing reliable roster of volunteers. If you can help even in a small way for a short time, please contact the convenor on 3511 3121 during school hours.

## **Trespass on School Grounds**

Playing in the school grounds is not permitted on weekends. Approval from the Principal must be given before any weekend activities may be held in the grounds. People in the grounds without authority are liable to prosecution. The School Watch Program was launched in 1997 and encourages local residents to advise police of activities in the school grounds which occur out of hours.

## **Uniforms**

Uniforms, hats and other school uniform items are available from the Uniform Shop located in the undercover area near the Administration Block. All items of clothing should be clearly labelled with the child's name.

The Payne Road State School uniform is endorsed by the P & C and the school has high expectations for all students to wear the correct uniform to reflect pride in the school and a sense of belonging. The uniform is the most cost effective and equitable way of dressing children for the rigors of the school day and readily identifies children when they travel to neighbouring schools or go on educational excursions, making supervision easier. Being in the correct uniform also creates favourable impressions that are viewed as a reflection of the school and the suburb.

Parents are strongly encouraged to support the school's endeavours in this area and to adhere to the items described in the uniform list when purchasing items not available through the uniform shop.

Children may wear their sports uniform and can wear on any day, but must be worn on all sporting carnivals and when requested on special events.

Musical groups have specialised uniforms they are required to wear when performing. The Uniform Shop can provide details and stocks these items.

**Footwear and Jewellery:** The school requirement is for plain black shoes, black laces and white socks. Thongs are unacceptable for safety reasons. Jewellery is not permitted to be worn with the school uniform, with the exception of plain sleepers, stud earrings or medical alert bracelets. Parents should

make a request in writing if they wish to have exceptions to this expectation considered.

Uniform policy can be found here:

<https://payneroadpandc.com.au/services/uniform-shop/>

### **Volunteers**

Volunteers are a valuable and welcome resource to our school and in many cases our school relies on them to make things happen. Volunteers are regularly rostered for help in the tuckshop and uniform shop and for a range of P & C functions or events. In terms of curriculum, classroom teachers usually seek expressions of interest and support in some aspects of their program through notes and newsletters. Sometimes volunteers may be required to accompany children on excursions or camps. These opportunities relate to the age of the children, the nature of the activity, the existing available support and the help required. We welcome additional helping hands for our sports and athletics days to assist in measuring or marshalling. Volunteers, other than parents, will need to have and show their blue card before commencing their support.

### **Wet weather policy**

School hours are not changed due to wet weather. Children are required to attend from 8:50am to 2:50pm and will have their usual morning tea and lunch breaks. In the interest of child safety, eating times are extended and playground supervision is adjusted to accommodate the conditions on the day.

In cases of severe weather such as very imminent or active thunderstorms, children will not be dismissed from rooms at 2:50pm and they will be kept indoors in classrooms until such dangers have passed. Parents may need to collect children from their classroom if such weather persists. This is in the safety and best interests of all children.







# Payne Road State School

171 Payne Road  
The Gap 4061

## Contact Details

**Telephone:** 3511 3111

**Email:** [admin@payneroadss.eq.ed.au](mailto:admin@payneroadss.eq.ed.au)

**Website:** [www.payneroadss.eq.edu.au](http://www.payneroadss.eq.edu.au)

## School Office Hours

8:00 a.m. to 3:30 p.m.